

Date:

Dealer number:

Dealer Name:

POC:

Physical Location		
Does the business have a sign with a name the matches the issued license	Y/N	
Is their sufficient display area for 10 vehicles which the dealer is licensed to sale, and space for customer parking	Y/N	
Does the display and customer parking area's have areas adequately surfaced with will not change in weather conditions (asphalt, concrete etc.)	Y/N	
Is the business well lit during business hours	Y/N	
Is there another business located at the location	Y/N	
Is there a distinct and separate impression of separate businesses given to the public	Y/N	
Is the business accessible to the public		

Office space		
Is the office at the licensed location	Y/N	
Is the office at least 100 square feet	Y/N	
Is the office currently being served by utilities such as heat, electricity and business phone	Y/N	
Does the office contain furniture such as a desk, chair and filing cabinet	Y/N	

Record keeping		
Are deal jackets arranged and indexed to permit immediate location and review	Y/N	
Does the business have current and valid insurance	Y/N	
Does the business have current and valid bond	Y/N	
Is the current valid license displayed in plain view	Y/N	
Was a clean space given to view records	Y/N	
Was ownership papers produced for all vehicles on display at location	Y/N	
Does it appear that that interim plates are being issued multiple times to the same consumer/vehicle	Y/N	
Are 21 day affidavits being issued only when a title is not available	Y/N	
Are 21 day affidavit forms that are issued being filled out completely	Y/N	
Are bills of sale signed by and dated by consumer and dealer	Y/N	
Are titles onsite reassigned to dealer and dated	Y/N	
Do the ST108 tax forms reflect the accurate sale price when compared to the bill of sale	Y/N	
Are the titles being delivered with 21 days from date of delivery	Y/N	
Are title disclosure statements signed by customer when applicable	Y/N	
Are consignment agreements signed and dated	Y/N	

Actual retail sales viewed	#	Retail sales reported on renewal	#
Actual wholesale sales viewed	#	Wholesale sales reported on renewal	#

Comments;

ADSD Examiner

Date

Examiner Contact Info
Indiana Secretary of State

Complaint		
Does the dealer have the sales jacket	Y/N	
Is the sale jacket complete	Y/N	
Does the paperwork at location matched what complainant submitted	Y/N	
Was the title delivered on time	Y/N	
Does the paperwork at location matched what complainant submitted	Y/N	
Was the title delivered on time	Y/N	
Was all monetary obligations met by customer	Y/N	
Was title disclosure paperwork signed by customer	Y/N	

Comments;

ADSD Examiner

Date

Examiner Contact Info
Indiana Secretary of State